

# On Site Information

## To: All 2009 NJLA Conference Exhibitors

**From:** Sue Rice - NJLA Office

**Date:** March 09, 2009

**Re: On Site Information for NJLA Conference 2009**

Set up time at the Ocean Place Resort and Spa is 4 -7:30 pm on Monday, April 27th. The exhibit hall will be locked at 7:30 pm. All exhibitors must be out at that time. On Tuesday, April 28th exhibitors will have from 6:30 am to 8:00 am to set up. All booths must be ready by 8:00 am for the Grand Opening. For safety reasons we cannot allow vendors to be setting up booths once the exhibits open.

**Exhibits-**        **Tuesday April 28th 8:00 am --5:00 pm**  
                              **8:00 am - Coffee with the President in the Exhibit Hall**  
                              **3:00 pm - 3:30 pm Ice Cream Break**  
**Wednesday--April 29th 10:50 --11:30 am--Coffee Break**

A **vendor meeting** will take place on Wednesday, April 29th, 7:45 am. Please join us for a continental breakfast in the exhibit hall.

**Vendor giveaways and drawings at your booth.**

Please email Paula Baratta [pbaratta@npl.org](mailto:pbaratta@npl.org) by April 13, 2009 with an announcement about any giveaways or business card drawings that will be featured at your booth. We will compile these notes and post on the wiki <http://njla.pbwiki.com/Conference+2009> for our attendees in advance of the conference in addition to a full vendor directory.

Click on the wiki for a link to our web badges. Link back to NJLA Conference from your webpage or blog. Sponsors will receive a sponsor badge by email to put on your own website or blog.

**Important: This entire vendor packet of information can be accessed on the NJLA website at <http://njla.pbwiki.com/Conference+2009>**

THANK YOUR FOR YOUR SUPPORT!

## Your Vendor Booth Number is:

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**Any questions, please contact: Sue Rice at 609-394-8032 or email [srice@njla.org](mailto:srice@njla.org) or Paula Baratta at 973-733-7766 or [pbaratta@npl.org](mailto:pbaratta@npl.org)**

**Shipping: To drayage company will be accepted starting Tuesday, March 17, 2009**  
**Direct shipments to the Ocean Place Hotel, starting Monday, April 27, 2009.**  
**Please use the appropriate shipping labels found in your tradeshow packet for identification and mailing and be sure to include your company name and booth on label.**



# OCEAN PLACE

RESORT & SPA

One Ocean Boulevard \* Long Branch, NJ 07740

TEL: 732-571-5730 \* FAX: 732-571-0240

## AV REQUEST FORM

RETURN FORM WITH CREDIT CARD

OR COMPANY CHECK TO:

**Ocean Place Resort & Spa (Attn: Elite AVS)**

**One Ocean Blvd. Long Branch, NJ 07740**

(Please make checks payable to: Ocean Place Resort & Spa)

RETURN NO LATER THAN: \_\_\_\_\_

(After above date, late order applies)

Today's Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Function: \_\_\_\_\_

Room/Booth: \_\_\_\_\_

Function Date: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

ITEM	# NEEDED (per day)	REGULAR PRICE (per day)	LATE ORDERS (per day)	# OF DAYS NEEDED	COST
Power Drop - 120 Volt, 20 AMP w/ power strip		\$50.00	\$65.00		
(12) Outlet Power Strip, 110 Volt		\$15.00	\$25.00		
TV/VCR Package (TV, VCR, Monitor & Cart)		\$220.00	\$250.00		
DVD Player		\$105.00	\$125.00		
17" Flat screen monitor (VGA)		\$140.00	\$180.00		
21" Monitor (CRT)		\$210.00	\$240.00		
27" Monitor (CRT)		\$250.00	\$280.00		
42" Plasma (limited quantity)		\$435.00	\$450.00		
Laptop		\$200.00	\$240.00		
Easel		\$10.00	\$25.00		
Wired Internet (per line)		\$110.00	\$140.00		
Wireless Internet		\$300.00	\$315.00		

Credit Card Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Printed Name: \_\_\_\_\_

Master Account Billing: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBTOTAL:		
21% SERVICE FEE:		
( to include subtotal & service fee )	7% NJS TAX:	
<b>TOTAL:</b>		



**Payment Policy:** Full payment must accompany this order form two weeks prior to set up date. Orders received after this date will be subject to listed late order rates.

Only company checks or major credit cards are accepted. Credit card payments **must** be accompanied by a legible front and back copy of card along with the cardholder's signature for verification. Please bring any questions or concerns regarding this service to our **IMMEDIATE** attention by calling the Audio Visual Department.

# SHOW INFORMATION (Page 1 of 2)

## New Jersey Library Association

Ocean Place Resort and Spa

April 28-29, 2009



Dear Exhibitor:

Welcome to ***New Jersey Library Association***.

We are pleased to advise you that Ocean Tradeshow Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Tradeshow Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR FAX THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN TRADESHOW SERVICES.

**FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.**

**All accounts must be settled before the close of the Show. We accept Visa, MasterCard, American Express, Company Checks and Cash. Please advise your representative attending the show of our policy.**

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN TRADESHOW SERVICES, LLC, c/o Airgroup Express. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

**Warehouse Shipments will be accepted starting, Tuesday, March 17, 2009.**

**Direct Shipment will be accepted starting, Monday, April 27, 2009.**

# SHOW INFORMATION (Page 2 of 2)

## New Jersey Library Association

Ocean Place Resort and Spa  
April 28-29, 2009

Ocean Tradeshow Services, LLC



### Show Information and Booth Package

Booth Size:	6' x 8'
Backwall Drape:	Black & Teal
Sidewall Drape:	Black
1-7"x44" Booth Identification Sign	
1-6' Decorated Table	Teal
2-Folding Chairs	
1-Wastebasket	

### Deadlines and Show Site Information

<b>Discount Deadline</b>	Tues., April 21, 2009	Orders received with payment
<b>Advance Shipments</b>	Tues., April 21, 2009	Last day to arrive at Warehouse
<b>Advance Shipments</b>	Tues., March 17 2009	To begin arriving at Warehouse
<b>Direct Shipments</b>	Mon., April 27, 2009	May begin arriving at Exhibit Site at 8 AM
<b>Installation</b>	Mon., April 27, 2009	8 AM
<b>Show Hours</b>	Tues., April 28, 2009	8 AM
	Wed., April 29, 2009	8:30 AM
<b>Dismantle</b>	Wed., April 29, 2009	3:30 PM

***If your driver has not checked in at the Service Desk by 6 PM, your freight will be forced onto the common carrier.***

### Shipping Addresses

**Advance Shipments to Warehouse**  
Ocean Tradeshow Services, LLC  
To: Name of Exhibitor and Booth #  
For: New Jersey Library Association  
c/o Airgroup Express  
515 Dowd Avenue  
Elizabeth, NJ 07201

**Direct Shipments to Exhibit Site**  
Ocean Tradeshow Services, LLC  
To: Name of Exhibitor and Booth #  
For: New Jersey Library Association  
c/o Ocean Place Resort and Spa  
One Ocean Boulevard  
Long Branch, NJ 07740

### Service Center

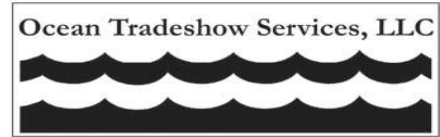
Ocean Tradeshow Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with anything you might require such as Furniture, Labor and Freight Handling.

# PAYMENT POLICY

## New Jersey Library Association

Ocean Place Resort and Spa

April 28-29, 2009



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*RETURN TO: Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602*

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### Payment for Services

Ocean Tradeshow Services requires payment in full at the time services are ordered. Further, Ocean Tradeshow Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

### Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

### Method of Payment

Ocean Tradeshow Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a \$25.00 bank fee for returned checks).

### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Tradeshow Services office for this show. Ocean Tradeshow Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

### Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

### Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Travelers Checks, Visa, Mastercard and American Express.

### Material Handling, Labor and Cleaning Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash Travelers Checks, Visa, Mastercard and American Express are welcome.

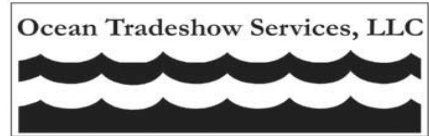
All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL  
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES  
ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

**IMPORTANT:** All drayage forms must be signed and returned one week prior to the opening of the Show whether our services are to be used or not. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

# ORDER RECAP & ADVANCE PAYMENT FORM



## New Jersey Library Association

Ocean Place Resort and Spa

April 28-29, 2009

**Deadline Date**

**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	street	city
	state	zip
		country
PHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

### CREDIT CARD CHARGE AUTHORIZATION

<b>EXPIRATION DATE:</b>	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS ACCOUNT NUMBER	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE</td> <td style="width:10%; border-bottom: 1px solid black;">CITY</td> <td style="width:10%; border-bottom: 1px solid black;">STATE</td> <td style="width:10%; border-bottom: 1px solid black;">ZIP</td> <td style="width:10%; border-bottom: 1px solid black;">COUNTRY</td> </tr> </table>			CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE	CITY	STATE	ZIP	COUNTRY
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE	CITY	STATE	ZIP	COUNTRY			
CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME - PRINT						

**X**

**PAYMENT POLICY:** Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, traveler's checks, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail or fax your payment together with order forms to OCEAN TRADESHOW SERVICES, LLC.

### Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form	\$
Estimated Labor Order Form	\$
Special Sign Order Form	\$
Miscellaneous	\$
<b>SUB-TOTAL</b>	<b>\$</b>
<b>*ADD 7% NJ SALES TAX</b>	<b>\$</b>
Estimated Material Handling Order Form	\$
<b>NET AMOUNT DUE</b>	<b>\$</b>

If paying by Check Please Fill Out the Following Information:

Check # \_\_\_\_\_ Dated: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**IMPORTANT:** If you wish to have your Credit Card on file to authorize OCEAN TRADESHOW SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

**CANCELLATION POLICY:** Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

**NOTIFICATION OF EXHIBITOR SERVICE CONTRACTOR**

Ocean Tradeshow Services, LLC



**New Jersey Library Association**

Ocean Place Resort and Spa  
April 28-29, 2009

**Deadline Date**  
**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	street	city	state	zip	country	
PHONE		FAX				
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	

**X**

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling and packing of displays and equipment must be done by the correct type of labor, OCEAN TRADESHOW SERVICES, LLC, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through OCEAN TRADESHOW SERVICES, LLC in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by management no later than **April 21, 2009**. Exceptions will be granted only if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with **Ocean Place Resort and Spa**. For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and labor, no exception will be made and the contract designated by Management will be used.

All agents representing the Exhibitor must be fully identified by an office badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide management with Certificates of Insurance at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000 and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than the official contractor to set-up and dismantle their exhibits must fill out this form and return no later than the deadline shown above.

**ORIGINAL CERTIFICATES ONLY - PHOTOCOPIES OR FACSIMILES WILL NOT BE ACCEPTED**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Exhibitor Hired Service Contractor: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Estimated Arrival at Show: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**FAX or MAIL TO OCEAN TRADESHOW SERVICES, LLC**

# MATERIAL HANDLING INFORMATION SHEET

## New Jersey Library Association

Ocean Place Resort and Spa

April 28-29, 2009



**Ocean Tradeshow Services, LLC** has been designated as the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS:** *All shipments must be PREPAID. Collect shipments will not be accepted.* All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to Ocean Tradeshow Services, LLC, detailed handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse, the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by Ocean Tradeshow Services, LLC's freight handlers upon arrival. ***Ocean Tradeshow Services, LLC will not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor.***

### Advance Shipments to Warehouse

*Crates, Cartons, Fiber Cases Only*

**Rates Include:** Unloading crated freight. The warehouse cannot receive uncrated shipments.  
Storing at the warehouse for up to 30 days.  
Reloading onto trucks and delivery to the exhibit site.  
Unloading freight and delivery to your booth.  
Picking up, storing, and returning empty shipping containers.  
Reloading freight for return to your specified destination.

**Tuesday, April 21, 2009**

**Last day for shipments to arrive  
at the advance warehouse  
without surcharge.**

*Make out the bill of lading and consign as follows:*

NAME OF EXHIBITING COMPANY  
NEW JERSEY LIBRARY ASSOCIATION  
YOUR BOOTH NUMBER  
C/O OCEAN TRADESHOW SERVICES LLC  
AIRGROUP EXPRESS  
515 DOWD AVENUE  
ELIZABETH, NJ 07201

### Direct Shipments to Exhibit Site (*Shipments will NOT be accepted before exhibitors move-in date*)

**Rates Include:** Unloading freight and delivery to your booth.  
Picking up, storing, and returning empty shipping containers.  
Reloading freight for return to your specified destination.

**Monday, April 27, 2009**

**First day for shipments to arrive  
at the exhibit site.**

*Make out the bill of lading and consign as follows:*

NAME OF EXHIBITING COMPANY  
NEW JERSEY LIBRARY ASSOCIATION  
YOUR BOOTH NUMBER  
C/O OCEAN TRADESHOW SERVICES  
OCEAN PLACE RESORT AND SPA  
ONE OCEAN BOULEVARD  
LONG BRANCH, NJ 07740

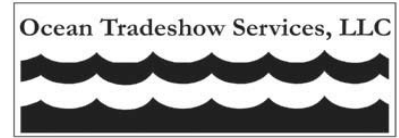
### **PLEASE NOTE THE FOLLOWING:**

1. A Charge Authorization must be completed for freight to be accepted.
2. Immediately upon shipping please forward a copy of the Bill of Lading with the Carriers Pro #.
3. ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.
4. Ocean Tradeshow Services DOES NOT make arrangements with outside carriers for freight pick-up.
5. Exhibitors MUST return a bill of lading with your shipping instructions to the Ocean Tradeshow Services Service Desk prior to the end of the show.

**EMPTY CRATE STORAGE:** Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. Ocean Tradeshow Services LLC will remove all properly labeled empties for storage, but is not liable for valuables in storage.



# MATERIAL HANDLING ORDER FORM



## New Jersey Library Association

Ocean Place Conference Center

April 28-29, 2009

**Deadline Date**

**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive at 8 AM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Ocean Tradeshow Services, LLC or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

### ADVANCE SHIPMENTS TO OCEAN TRADESHOW SERVICES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

**Rates Include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

**Crated Materials** ST/OT \$ 65.00 \$130.00 min      **Materials Requiring Special Handling\*** ST/ST \$ 75.00 \$150.00 min

### DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

**Rates Include:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

**Crated Materials** ST/OT \$ 55.00 \$110.00 min      **Materials Requiring Special Handling\*** ST/OT \$ 80.00 \$170.00 min

**Uncrated Materials** ST/OT \$ 97.50 \$195.00 min

**SMALL PACKAGE:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON	\$35.50
EACH ADDITIONAL CARTON	\$ 7.50

**\*NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS and FedEx.

**Straight Time: Monday through Friday 8 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.**

**Overtime: All other times, Saturdays, Sundays and Holidays**

Use "ST/ST" rate if freight will be handled on Straight Time into the show and out of the show.

Use "ST/OT" rate if freight will be handled one way on Straight Time and one way on overtime, either into the show or out of the show.

Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

### CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping:                      lbs. @                      per 100 lbs., 200 lbs minimum per shipment                      \$

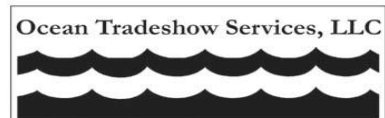
We will be shipping approximately                      number of pieces.

Our shipment will be sent to     Exhibit Site     Warehouse on:                      via:

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

*All orders are subject to the terms and conditions as outlined on the payment form.*

# LIMITS OF LIABILITY & RESPONSIBILITY



## New Jersey Library Association

Ocean Place Conference Center  
April 28-29, 2009

**Deadline Date**  
**April 21, 2008**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

- A. OCEAN TRADESHOW SERVICES, LLC shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. OCEAN TRADESHOW SERVICES, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- C. OCEAN TRADESHOW SERVICES, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by OCEAN TRADESHOW SERVICES, LLC to exhibitor, will be checked at time of actual pick-up from booth and correctors made where discrepancies occur.
- D. OCEAN TRADESHOW SERVICES, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. OCEAN TRADESHOW SERVICES, LLC's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event OCEAN TRADESHOW SERVICES, LLC's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. OCEAN TRADESHOW SERVICES, LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to OCEAN TRADESHOW SERVICES, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

**THIS AUTHORIZATION MUST BE SIGNED ABOVE AND SENT TO OCEAN TRADESHOW SERVICES, LLC BEFORE FREIGHT SHIPMENTS CAN BE HANDLED.**

### AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize OCEAN TRADESHOW SERVICES, LLC to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions herof including those on the reverse side and acknowledge receipt of a copy. We agree that will provide its services as our agent, and not as bailee or shipper, and if any employee of OCEAN TRADESHOW SERVICES, LLC shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility thereof.

We agree in the event of a dispute with OCEAN TRADESHOW SERVICES, LLC relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by as an offset against the amount of the alleged loss or damage. Instead, we agree to pay OCEAN TRADESHOW SERVICES, LLC for the full amount of the invoice for all such charges, and we further agree that any claim we may have against OCEAN TRADESHOW SERVICES LLC shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**FAX or MAIL TO OCEAN TRADESHOW SERVICES, LLC**

USE THESE SHIPPING LABELS FOR YOUR ADVANCE SHIPMENTS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES, LLC  
Airgroup Express  
515 Dowd Avenue  
Elizabeth, NJ 07201

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*Tuesday, April 21, 2009.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES, LLC  
Airgroup Express  
515 Dowd Avenue  
Elizabeth, NJ 07201

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*Tuesday, April 21, 2009.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES, LLC  
Airgroup Express  
515 Dowd Avenue  
Elizabeth, NJ 07201

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*Tuesday, April 21, 2009.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES, LLC  
Airgroup Express  
515 Dowd Avenue  
Elizabeth, NJ 07201

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*Tuesday, April 21, 2009.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

USE THESE SHIPPING LABELS FOR YOUR DIRECT SHIPMENTS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES LLC  
Ocean Place Resort and Spa  
One Ocean Boulevard  
Long Branch, NJ 07740

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*Monday, April 27, 2009.*

Carrier \_\_\_\_\_  
  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES LLC  
Ocean Place Resort and Spa  
One Ocean Boulevard  
Long Branch, NJ 07740

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*Monday, April 27, 2009.*

Carrier \_\_\_\_\_  
  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES LLC  
Ocean Place Resort and Spa  
One Ocean Boulevard  
Long Branch, NJ 07740

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*Monday, April 27, 2009.*

Carrier \_\_\_\_\_  
  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**NEW JERSEY LIBRARY ASSOCIATION**  
\_\_\_\_\_  
NAME OF EXHIBITION  
  
\_\_\_\_\_  
BOOTH NUMBER

C/O OCEAN TRADESHOW SERVICES LLC  
Ocean Place Resort and Spa  
One Ocean Boulevard  
Long Branch, NJ 07740

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*Monday, April 27, 2009.*

Carrier \_\_\_\_\_  
  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

**\*\*\*EXHIBITORS PLEASE TAKE NOTE\*\*\***

## **SHIPPING NOTICE**

**All shipments, both Advance to the Warehouse  
and Direct to the Show Site Must be clearly  
labeled as follows:**

**Name of Exhibiting Company  
Booth Number  
New Jersey Library Association  
c/o Ocean Tradeshow Services, LLC**

**(Address as listed on Material Handling Information Sheet)**

**OCEAN TRADESHOW SERVICES LLC  
CANNOT direct your shipment without this  
information on ALL pieces**

***DO NOT ADDRESS FREIGHT TO AN INDIVIDUAL***

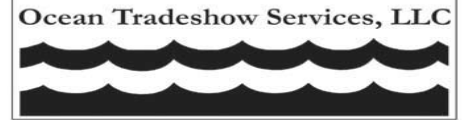
**If you are Consigning your Freight directly to  
Show Site, please be sure your carrier has a  
Certified Weight Ticket**

\*\*\*\*\*

# STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

## New Jersey Library Association

Ocean Place Conference Center  
April 28-29, 2009



**Discount Deadline Date**  
**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

### PRICE LIST

DESCRIPTION	ADVANCE PRICE	ONSITE PRICE	DESCRIPTION	ADVANCE PRICE	ONSITE PRICE
<b>CHAIRS</b>			<b>TABLE-TOP RISERS (WHITE VINYL)</b>		
Upholstered Chair (3)	\$ 46.00	\$ 57.00	4' x 12" High (113)	\$ 43.00	\$ 54.00
Folding Chair (92)	\$ 15.00	\$ 18.00	6' x 12" High (115)	\$ 53.00	\$ 67.00
Side Chair (5)	\$ 38.00	\$ 48.00	<b>SPECIAL BOOTH DRAPING</b>		
Padded Stool (Grey Only) (7)	\$ 60.00	\$ 70.00	8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			3' High Drape per linear ft. \$ 7.00 \$ 10.00		
Includes White Vinyl Top and Pleated Skirting on Three Sides			8' High Drape per linear ft. \$ 10.00 \$ 15.00		
2' x 4' x 30" High Table (71)	\$ 86.00	\$ 108.00	<b>BOOTH ACCESSORIES</b>		
2' x 6' x 30" High Table (73)	\$ 93.00	\$ 116.00	Round Pedestal Table (11) 42"hx30"d	\$ 100.00	\$ 110.00
2' x 8' x 30" High Table (75)	\$ 108.00	\$ 135.00	Round Pedestal Table (9) (30"hx30"d)	\$ 90.00	\$ 100.00
4th Side Skirted	\$ 36.50		Wastebasket (19)	\$ 10.00	\$ 13.00
<b>DRAPED DISPLAY COUNTERS - 42" HIGH</b>			Easel (31)	\$ 23.00	\$ 29.00
Includes White Vinyl Top and Pleated Skirting on Three Sides			8' Upright (27)	\$ 15.00	\$ 20.00
2' x 4' x 42" High Counter (77)	\$ 104.00	\$ 126.00	Crossbar (33)	\$ 15.00	\$ 20.00
2' x 6' x 42" High Counter (79)	\$ 118.00	\$ 148.00	<b>STANDARD CARPET</b>		
2' x 8' x 42" High Counter (81)	\$ 130.00	\$ 165.00	Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.		
4th Side Skirted	\$ 36.50		9' X 10' (201)	\$ 116.00	\$ 141.00
<b>UNDRAPED DISPLAY TABLES</b>			9' X 20' (203)	\$ 202.00	\$ 237.00
Includes White Vinyl Top ONLY (No Skirting)			9' X 30' (205)	\$ 303.00	\$ 360.00
2' x 4' x 30" High Table (71a)	\$ 43.00	\$ 54.00	9' X 40' (207)	\$ 404.00	\$ 460.00
2' x 6' x 30" High Table (73 a)	\$ 46.50	\$ 58.00	9' X 50' (209)	\$ 505.00	\$ 560.00
2' x 8' x 30" High Table (75 a)	\$ 54.00	\$ 68.00	<b>CUSTOM CARPET</b>		
<b>UNDRAPED DISPLAY COUNTERS - 42" HIGH</b>			Price includes installation to fit booth space, protective covering & edges taped.		
Includes White Vinyl Top ONLY (No Skirting)			<b>INDICATE OVERALL DIMENSIONS:</b>		
2' x 4' x 30" High Counter(77 a)	\$ 52.00	\$ 63.00	____ft. x ____ft. (100 sq. ft. min) (217)	\$2.00/sq.ft.	\$2.50sq.ft.
2' x 6' x 30" High Counter (79 a)	\$ 59.00	\$ 74.00	<b>CARPET PADDING (219) (per sq. ft.)</b> \$ 1.00 \$ 1.50		
2' x 8' x 30" High Counter (81 a)	\$ 65.00	\$ 82.50	<b>VISQUEEN (165) (per sq. ft.)</b> \$ .50 \$ .70		

### PLACE ORDER HERE

**Table / Counter Skirt Color:**  Black  Blue  Teal  Burgundy  Red  Grey  White

**Special Booth Draping:**  Black  Blue  Teal  Burgundy  Red  Grey  White

**Standard Carpet Color:**  Blue  Teal  Red  Grey **Custom Carpet Color:**  Blue  Teal  Red  Grey

**Optional 4th Side TABLE Skirt:**  6'  8'

**Optional 4th Side COUNTER Skirt:**  6'  8'

**VISQUEEN (INDICATE OVERALL DIMENSIONS) \_\_\_\_ FT. X \_\_\_\_ FT.**

**CARPET PADDING (INDICATE OVERALL DIMENSIONS) \_\_\_\_ FT. X \_\_\_\_ FT.**

DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
			\$
			\$
			\$
			\$
			\$
			\$
			\$

**CANCELLATION POLICY:** Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

**PLEASE NOTE:** If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.

1. Total All Items Ordered \$

2. 7% Sales Tax \$

3. Payment Enclosed \$

# SIGNAGE ORDER FORM

## New Jersey Library Association

Ocean Place Conference Center  
April 28-29, 2009



**Discount Deadline Date**  
**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

**This Order Form should be used to order signs in addition to your booth identification sign.**

\* One color lettering on white show card unless specified below.

\* Allow 24 Hours for delivery for show site orders.

\* Add \$6.50 for Easel back applied to sign.

\* Add \$8.00 extra for non-white background. (not available at show-site)

DESCRIPTION	ADVANCE PRICE	OVERTIME RUSH	QUANTITY	TOTAL PRICE
7" x 11"	\$ 29.50	\$ 37.50		
7" x 44"	\$ 34.00	\$ 40.00		
11" x 14"	\$ 37.50	\$ 51.00		
14" x 22"	\$ 50.00	\$ 68.00		
22" x 28"	\$ 64.00	\$ 83.50		
28" x 44"	\$ 90.50	\$ 110.00		
Grommets (Each)	\$ 5.00			
Color Showcard (Each)	\$ 15.00			
Additional Words (Cost per Word, over 10 words per sign)	\$ 6.00			
Foamcore Sign (Per Square Foot)	\$ 12.00			
Blank Foamcore (Per Square Foot)	\$ 2.00			
<b>Banners</b> (Unframed with Grommets, Min. Size 16 Sq. Ft.)	Price Upon Request			
<b>Logowork</b> (Logo scanning, graphic design) <b>Per Hour</b>	\$ 75.00/Hr			

**Lettering/Showcard Background Color: (add \$5.25 per sign)**

White (no extra charge), Light Green, Dark Green, Teal  
Light Blue, Dark Blue, Black, Coral, Orange, Red, Burgundy,  
Buff, Yellow, Grey

1. Total All Items Ordered	\$
2. 7% Sales Tax	\$
3. Payment Enclosed	\$

SELECT  
COLORS

**Background Color:** \_\_\_\_\_

**Lettering Color:** \_\_\_\_\_

SIGN TO  
READ

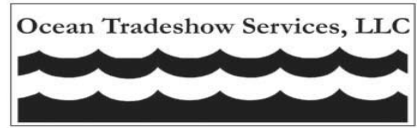
**Indicate:**  Vertical — OR —  Horizontal.

**Please print. Attach a layout to this form if necessary. (Attach all Logos, Trademarks and Color Samples)**

To eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report any discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER THE SHOW CLOSING.**

# LABOR ORDER FORM



## New Jersey Library Association

Ocean Place Conference Center  
April 28-29, 2009

**Deadline Date**  
**April 21, 2009**

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

### LABOR RATES AND HOURS - *Minimum of One Hour*

**Straight Time Hours:** All hours between 8:00 AM and 4:30 PM, Monday through Friday  
**Overtime Hours:** All hours before 8:00 AM and after 4:30 PM, Weekdays and all hours Saturday & Sunday

**One Hour Minimum Per Worker, thereafter 1/2 Hour Increments**

	<b><i>Straight Time</i></b>	<b><i>Overtime</i></b>
<b>Labor Rates</b>	\$69.00 Per Hour	\$90.00 Per Hour

### WORK AUTHORIZATION - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approximate Hours
Installation Labor				
Dismantle Labor				

### PLEASE INDICATE SERVICE DESIRED

**SUPERVISION BY OCEAN TRADESHOW SERVICES, LLC**

**Ocean Tradeshow Services, LLC will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$50.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

### RETURN SHIPPING INSTRUCTIONS ARE AS FOLLOWS:

Ship To:  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Attention: \_\_\_\_\_  
 Via: \_\_\_\_\_ Prepaid: \_\_\_\_\_ Collect: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set-up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK-UP MEN AT TIME ORDERED.**

EXHIBITOR SUPERVISOR WILL BE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### BANDING AND SHRINK WRAP SERVICE

\$55.00 Per Pallet Straight Time and  
 \$80.00 Per Pallet Overtime for Either Service

Ocean Tradeshow Services LLC shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. Ocean Tradeshow Services, LLC shall not be responsible for loss, theft or disappearance of materials before, they are picked up from the Exhibitor's Booth for reloading after the show.

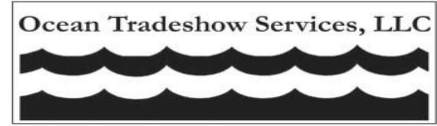
### SUMMARY OF SERVICES

Installation	\$
Dismantling	\$
Supervision	\$
<b>Sub Total</b>	<b>\$</b>
<b>7% NJ Sales Tax</b>	<b>\$</b>
<b>Total</b>	<b>\$</b>

**Payment Policy:** Invoices must be settled at the Service Desk prior to the Show Closing. No telephone orders accepted. All charges payable in US Funds only. Check, cash, traveler's checks, Visa, Mastercard and American Express are accepted. **CREDIT CARD AUTHORIZATION REQUIRED WITH THIS ORDER.**



# EXHIBITOR CHECKLIST



## New Jersey Library Association

Ocean Place Resort and Spa  
April 28-29, 2009

**RETURN TO:** Ocean Tradeshow Services, LLC • P.O. Box 14 • Keyport, NJ 07735 • Phone (609) 698-7110 • Fax (609) 939-9602

### Inbound Freight Information

Carrier: \_\_\_\_\_ Shipped By: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Target Date: \_\_\_\_\_ Loose Display: \_\_\_\_\_ Crated Display: \_\_\_\_\_

Shipped To: (Check One) \_\_\_\_\_ Warehouse \_\_\_\_\_ Show Site

### Set-Up Information for Ocean Tradeshow Services LLC

\_\_\_\_\_ Set-Up Drawing Attached \_\_\_\_\_ Rental Carpet Color

\_\_\_\_\_ Set-Up Drawings with Exhibit \_\_\_\_\_ Own Carpet Color

Case/Crate Number \_\_\_\_\_ Padding \_\_\_\_\_

Number of Workers required for set-up \_\_\_\_\_

Approximate time for set-up \_\_\_\_\_

### Did You Order

Electrical \_\_\_\_\_ Yes \_\_\_\_\_ No Electrical Under Carpet \_\_\_\_\_ Yes \_\_\_\_\_ No

Electrical Drawings \_\_\_\_\_ Attached \_\_\_\_\_ Sent to the Official Electrical Contractor

\_\_\_\_\_ With the Exhibit

Booth Cleaning \_\_\_\_\_ Yes \_\_\_\_\_ No Furniture \_\_\_\_\_ Yes \_\_\_\_\_ No

A/V Furniture \_\_\_\_\_ Yes \_\_\_\_\_ No Telephone \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Items: \_\_\_\_\_

### Outbound Freight Information

All outbound Bill of Ladings must be picked up and returned to Ocean Tradeshow Services service desk

Consigned To: \_\_\_\_\_ Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_



## NJLA Spring Conference Program Advertising Order Form

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**Full Page Ad \$750**      **Backpage \$1000**      **Half Page Ad \$400**  
(3.75" wide x 10" high)      (3.75" wide x 4.875" high)

**Quarter Page Ad \$300**  
(3.75" wide x 2.3125" high---business card size)

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Your purchase of a full page or half page ad entitles you to mailing labels for all New Jersey public libraries. These may be used for a pre- or post-conference mailing.

CAMERA READY COPY AND PRE-PAYMENT REQUIRED

**For Technical Information Email Linda Lobdell at [LLobdeLL@optonline.net](mailto:LLobdeLL@optonline.net)**

**Email ad to: [LLobdeLL@optonline.net](mailto:LLobdeLL@optonline.net)**

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**MAIL this form and check payable to: NJLA, PO Box 1534, Trenton, NJ 08607**

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone# \_\_\_\_\_ Ad Size \_\_\_\_\_  
Amount enclosed \_\_\_\_\_

***Conference Dates April 28 & 29, 2009—Ocean Place Resort and Spa***

# NJLA program sizes

**overall page trim = 4.25w  
x 10.5h no bleed  
(heavy black line)  
page margins and between-  
ad margins = 1/4"**

**1/2 page ad = 3.75w x 4.875h**

**full page ad = 3.75w x 10h**

**1/4 page ad = 3.75w x 2.3125h  
(horizontal)**

## HOW TO PREP MATERIALS FOR INCLUSION

Work is processed on a Mac in Quark 6.5, Illustrator 12.01(CS2), Photoshop 9 CS2).

NO MATTER HOW YOU'VE CREATED YOUR AD, PLEASE PROVIDE CLEAN HARD COPY.

▲ If you have prepared materials on a computer, please convert all fonts to artwork, if you can.

▲ If you have prepared materials on a computer, and you have access to Adobe Acrobat Distiller, create a pdf file using Distiller. In Distiller, go into Distiller/Job Options/Compression menu and apply the following values: 254 in the first window, 254, and 600. Also check "Embed all fonts" in the Font Embedding menu and then distill the file. Check your results using Acrobat Reader.

▲ If you have prepared materials on a computer, and you do NOT have Distiller, please follow these guidelines:

■ If Quark on Mac or PC, send native file saved for compatibility with Quark 5 or 6 PLUS ALL IMPORTED GRAPHICS AS SEPARATE FILES. BE SURE TO INCLUDE ALL FONTS. If you can, convert fonts to outline; pc fonts may not work.

■ If Pagemaker, make sure all graphics are imported as complete graphics files, not just as PICT representation. Convert all fonts to art, or include all fonts in use.

■ If Illustrator, convert all type to outlines and save as eps for Mac. In Document Setup, use 400 instead of 800 as final output resolution.

■ If Photoshop, save as tiff or eps for Mac. Resolution must be AT LEAST 260 dpi at the actual printing size. You may jpeg the photo using high settings so that image quality is not lost.

■ PUBLISHER FILES ARE NOT USEABLE.

■ Microsoft Word files are not useful except by resetting them or scanning as art. Effort will be made to simulate

look of your layout, no guarantees. Images imported into Word may or may not be extractable.

■ If all else fails, send text file that can be set and styled for you. Save as "text only" from your word processing program.

▲ If you have sent something that cannot be placed into Quark, your document may have to be reset and/or scanned. Grayscale images will not reproduce as cleanly as if you had supplied original b/w art; they may still be acceptable, but best is to send original art. Faxes are not clean enough to scan if you desire clean output.

▲ If you have only hard copy or business cards with logos, and the like, send cleanest originals possible (don't staple over important details) for scanning or re-creation. These procedures take additional time and result in additional overall cost.

Please note that the type in tiff files will not print as cleanly as live, non-rasterized type.

If what you have is smaller than 10 or 15M, please send it to [llobdell@optonline.net](mailto:llobdell@optonline.net). Compress as self-extracting, zipped archives.

If the files are too large to e-mail, send Mac or PC floppy disks, zip disks (up to 100 M), CD (Mac platform) or DVD.

IN ANY CASE, PLEASE FAX a hard copy of what the document should look like to 973.484.6181.

FedEx/UPS packages, US mail and deliveries may be sent to L. Lobbell, 352 Highland Avenue/Newark NJ 07104/201.306.2769. Okay to leave without signature.

For technical questions, call Linda directly at cell number: 201.306.2769 (will take voice mail after 6 rings) or fax 973.484-6181.

[llobdell@optonline.net](mailto:llobdell@optonline.net)

updated march 2006

